



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION

**REQUEST FOR PROPOSALS # 33135-00112
AMENDMENT # 2
FOR EVENT PLANNING SERVICES FOR THE SCHOOL
NUTRITION PROGRAM**

DATE: June 8, 2011

RFP # 33135-00112 IS AMENDED AS FOLLOWS:

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates.**

EVENT	TIME (central time zone)	DATE (all dates are state business days)	UPDATED/CONFIRMED
1. RFP Issued		May 31, 2011	CONFIRMED
2. Proposal Deadline	2:00 p.m.	June 17, 2011	CONFIRMED
3. Qualifications Evidence Evaluations Completed		June 23, 2011	CONFIRMED
4. Cost Proposals Opened and Lowest Cost Identified	2:00 p.m.	June 24, 2011	CONFIRMED
5. Award Notice and RFP Files Opened for Public Inspection	2:00 p.m.	June 28, 2011	CONFIRMED
6. Contract Signing	2:00 p.m.	July 11, 2011	CONFIRMED
7. Contractor Signature Deadline		July 14, 2011	CONFIRMED

- 2. Delete RFP section 3.2.1.1. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):**

The Proposer must present **three** (3) original Qualifications Evidence document (covered by and addressing RFP Attachment 6.2.) labeled:

QUALIFICATIONS EVIDENCE – RFP # 33135-00112

and one (1) copy in the form of one (1) digital document in “PDF” format properly recorded on its own, otherwise blank, standard CD-R recordable disc labeled:

COPY – QUALIFICATIONS EVIDENCE – RFP # 33135-00112

The Qualifications Evidence document and digital copy must be placed in a sealed package labeled:

**DO NOT OPEN – QUALIFICATIONS EVIDENCE – RFP # 33135-00112
PROPOSER: [PROPOSER LEGAL ENTITY NAME]**

NOTE: Any discrepancy between the document and digital copy may result in the State rejecting the proposal as non-responsive.

3. **Delete RFP section 3.2.1.2. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):**

The Proposer must present **three** (3) Cost Proposal document (using an exact duplicate of RFP Attachment 6.3.) labeled:

COST PROPOSAL – RFP # 33135-00112

and one (1) copy in the form of a digital document in “PDF” format properly recorded on separate, blank, standard CD-R recordable disc labeled:

COPY – COST PROPOSAL – RFP # 33135-00112

The Cost Proposal original document and copy disc must be placed in a separate, sealed package labeled:

DO NOT OPEN – COST PROPOSAL – RFP # 33135-00112
PROPOSER: [PROPOSER LEGAL ENTITY NAME]

In the event of a discrepancy between the Cost Proposal document and the digital copy, the document will take precedence over the digital copy.

4. **Delete RFP section A.3.b.(1)i.ii. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):**

- (1) The Contractor shall create, develop, and process registration materials. The materials must be submitted to the State for approval and ready for distribution, at a minimum, no later than one month prior to registration.
- (2) Registration **and confirmation of registration** shall occur through one or more of the following methods: online mechanism developed by vendor or email. Registration will take place 3-6 weeks in advance of the event.